

Date: March 24, 2005

To: CSP Watershed Leaders; CSP State Program Managers

We learned from last year's CSP signup that many people will be asking for information concerning how the sign-up is coming. We are trying to develop a reporting process that is not a burden on you and provides us with the needed information to share your success with others such as the Secretary, the Chief, and the public. We are asking you, as the watershed team leaders, to prepare a short report as of the Close of Business on Thursday of each week.

Attached you will find a spreadsheet that has been developed to help you and us manage this process and the data. We believe this spreadsheet is easy to use and will require minimum time on your part. Below are the procedures that you should follow:

- 1) Make a copy of the attached spreadsheet and keep it as your template in case of accidental deletion.
- 2) Open the attached spreadsheet and insert your state's name in the box labeled "state" in row 2.
- 3) Insert your watershed identification code or number in the box provided in row 2
- 4) Save this file as your master or primary file. You will use this each week.
- 5) If you have multiple watersheds, simply repeat the process for each watershed.
- 6) If your watershed crosses state lines, the watershed team leader should use their state.

When it is time to report such March 24, 2005 perform the following steps – Your first report should include any meetings held up to and including the first week of reporting. Please report information for March 24th as soon as possible.

- 1) Open your reporting master file for the watershed
- 2) Enter the watershed name in column B for the proper reporting date (week)
- 3) Enter your reporting numbers for each of the columns D through M. If you have nothing to report in any column enter 0 or leave blank
- 4) When completed with your data entry click on the "prepare submittal" button at the top right of the spread sheet.
- 5) You should see the following happen:
 - a. Your current spreadsheet should be marked as submitted in column Q for the current week
 - b. You should see a new spreadsheet file created at the bottom of your desktop with the file name in the following format: statewatershedcodedate.xls
- 6) Simply email this file to: tiffany.atkins@usda.gov as an attachment
- 7) Save your master file. You will use this again for the next week. You will note that it has been populated with your new information, marked as submitted, and ready for the next week.
- 8) If you are late with the report or did not report the previous week for some reason simply complete the information and click on the "prepare submittal" button in the top right of the spreadsheet. Repeat this process until you are caught up.

If you have questions you can rely on the following individuals as our support group.

Cheryl Simmons, Cheryl.simmons@usda.gov, or phone 202-720-9474

Dennis Carman, dennis.carman@ar.usda.gov, or phone 501-210-8911